

# **CITY OF HAYWARD**

## **AGENDA REPORT**

AGENDA DATE 04/03/01

AGENDA ITEM 3

WORK SESSION ITEM           

**TO:** Mayor and City Council

**FROM:** Finance and Internal Services Director

**SUBJECT:** Authorization of an Agreement with Maze & Associates for Professional Auditing Services

### **RECOMMENDATION:**

It is recommended that City Council approve the attached resolution authorizing the City Manager to execute a contract with Maze & Associates for professional auditing services for a five-year period.

### **BACKGROUND:**

The City's contract with Maze and Associates for audit services, ended with the completion of the 1999-2000 financial audit. Maze and Associates performed financial services for the City for five years. As a matter of policy, staff initiated the process of soliciting proposals to obtain financial services for fiscal years 2000-2001 through 2004-2005.

Accordingly, a request for proposal (RFP) was made to ten firms. The RFP requested detail information about the firm and a proposed fee schedule. The audit firms Maze and Associates and Caporicci, Cropper and Larson (CCL) responded to the RFP. Each firm was evaluated for technical expertise, audit experience, staff size, innovation and leadership within the local government community and experience with both the Governmental Financial Officers Association certificate and the California Municipal Finance Officers certificate program. In addition, each firm was evaluated for its knowledge of implementing the new requirement of The Government Accounting Standards Board, GASB 34.

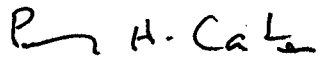
A final selection was made with consideration given to the criterion above, to the audit firm's ability to provide additional financial services, a quality audit and a professional report. Based on this analysis of the two submissions, Maze & Associates is the preferred choice. Over the five-year period of the audit the Maze and Associates fee will range from an annual cost of approximately \$109,000 to \$133,000 or an average annual cost of approximately \$120,800. Finally, Maze and Associates indicated that they would continue to support the City's MBE/WBE objective through a joint venture with a WBE firm.

A copy of the Professional Auditing Services contract is on file with the City Clerk's office for review.


Prepared by:

  
Diane Lewis, Accounting Manager

Recommended by:

  
Perry H. Carter, Director of Finance and Internal Services

Approved by:

  
Jesús Armas, City Manager

# DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO  
EXECUTE AN AGREEMENT WITH MAZE & ASSOCIATES  
FOR PROFESSIONAL AUDITING SERVICES

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute an agreement by and between the City of Hayward and Maze & Associates for professional auditing services, a copy of which is on file with the City Clerk's Office, for a five-year period (subject to annual appropriation), in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2001

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward